

# **Unionville Festival**

## **Vendor Regulations and Release**

The Unionville Festival, the City of Markham and York Region are cooperating to ensure the safety and enjoyment of all vendors and our patrons. We want your time at the festival to be profitable and so we want you to know what you are responsible for in advance. Various inspectors will be present at the festival. They will not be handing out tickets or imposing fines, but they may require the remediation or shut down of any unsafe equipment. Please read the following carefully.

### **Release for All Vendors:**

By registering to participate in the Unionville Festival, you agree as follows: The festival is held rain or shine. There will be no refund of registration fees due to weather.

You shall operate a vendor booth at the location(s) assigned by the Unionville Festival on Saturday from 9:00 am to 5:00 pm.

Booths must be completely dismantled and removed no later than 6:00 pm on Saturday. Times may be subject to change without prior notice by the Unionville Festival.

You agree to adhere to the location and remain within the size of the assigned vendor booth(s) space, as determined by Unionville Festival.

You shall be responsible for the behaviour of your staff and shall at all times maintain a reasonable standard of conduct. Such standard is to be determined at the absolute discretion of the Unionville Festival. Any deviation from such standard will be subject to ejection at the sole discretion of the Unionville Festival.

You agree to release the Unionville Festival, its directors, members, agents and the City of Markham from all claims and demands whatsoever which you, or any of your employees, agents or servants or heirs, executors, administrators or assigns, or any of them hereafter, can, shall, or may have for or by reasons of any cause, matter or thing whatsoever, as a result of our having participated in the Unionville Festival.

You agree to indemnify and hold harmless the Unionville Festival and the City of Markham, its directors, members and agents, successors and assigns, from all matters of action, suits, debts, dues, accounts, bonds, covenants, contracts and claims, and demands whatsoever and howsoever caused.

You agree to abide by the reasonable rules and regulations and criteria determined by the Unionville Festival, the York Region Public Health Department, and other regulatory agencies, as required by the City of Markham or the Unionville Festival.

The Unionville Festival and its members and directors assume no responsibility or liability for any loss or damage or injuries occurring or suffered as a result of your operation.

The Unionville Festival and its members and directors assume no liability or responsibility for financial loss. The Unionville Festival reserves the right to rescind this agreement.

This agreement is non-transferrable without the express prior written consent of the Unionville Festival.

You shall take responsibility for the appropriate disposal of all discarded materials. Public garbage bins are NOT for vendor use.

### **Electrical Regulations**

No electrical hook-ups are available for vendors.

An Electrical Safety Authority inspector will be on site during the festival.

Generators must meet approved standards (e.g. CSA, ULC) and have an appropriate sticker.

Only QUIET GENERATORS are permitted. The Unionville Festival reserves the right to shut down any generator at its sole discretion.

Extension cords should be in good working condition and only a limited number should be attached together. Extension cords should be covered by appropriate cable mats to avoid trip hazards.

For more detailed ESA Safety regulations: [Click Here](#)

### **Tents and Canopies**

To prevent injury to you or to passersby in windy conditions, all canopies and tents must be secured by sufficient weights. A 10' x 10' tent or canopy should be held down with a 20kg (50lb) weight at each corner.

Smokers and open flame devices shall not be used under tents or canopies.

All tents or canopies shall be constructed of inherently flame resistant materials. Tents shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films" or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films".

Tents or canopies located next to each other cannot exceed a linear distance of 15 metres (50 feet, approximately five 10x10' tents immediately side-by-side).

Event booths are not to be placed in front of fire hydrants or fire department connections on buildings.

## **Regulations and Release for All FOOD Vendors (Including Craft and Non-profit Vendors selling food)**

### **Insurance**

Food vendors must carry at least \$2 million in liability insurance naming the City of Markham as an Additional Insured.

Your current insurer can typically provide the required certificate at little or no extra cost. Insurance can be purchased through the following brokers:

- Jardine Lloyd Thompson Canada Inc. (416) 848-8930
- PAL Insurance Brokers 1-800-265-8098

Copies of all insurance certificates must be sent to the Festival no later than May 15.  
(Send to: [vendors@unionvillefestival.com](mailto:vendors@unionvillefestival.com))

We will collect all certificates and then forward them to the City of Markham as required by City regulations.

City regulations also require each food vendor to display their insurance certificate at their booth.

### **Public Health**

Vendors must submit a [York Region Vendor Application Event Form](#) to York Region Community and Health Services at least 10 days before the Festival. Please email the form directly to [health.inspectors@york.ca](mailto:health.inspectors@york.ca). You can contact York Region Community and Health Services at 1-800-361-5653 or at [HC@york.ca](mailto:HC@york.ca).

Health inspectors will be on site during the festival. York Region and City of Markham regulations require that the Health Permit be displayed at each booth along with the insurance certificate described above.

### **Food Handler Certificates**

As of July 2018, the Ontario Food Premises Regulation 493/17 requires all food service premises to have a certified food handler onsite at all times.

A food service premises is any food premises where meals or meal portions are prepared for immediate consumption or sold or served in a form that will permit immediate consumption on the premises or elsewhere. Events offering food services are subject to this requirement.

Please also refer to the [York Region Public Health website](#).

## **Fire Safety**

The Markham Fire Department will be in site conducting inspections during the festival.

Vendors conducting cooking operations must have a Class K or approved portable fire extinguisher that is accessible, operable and fully charged. Fire extinguishers are to be accompanied by up-to-date inspection documentation detailing the monthly inspection records.

Fire suppression systems in food trucks are to be accompanied by up-to-date inspection documentation from within the past 6 months.

Be sure to keep flammable materials well away from barbeques and other cooking equipment.

Cooking equipment must not be set up under canopies.

## **Propane and Other Cooking Fuels**

When cooking food using commercial grade propane, vendors must have proof of their [Record of Training \(ROT\)](#).

Cooking equipment must be certified by a recognized authority such as CSA, CGA, UL, Warnok Hersey or CE and have a rating plate with the appropriate certification mark. The appliance must also have the manufacturer's name, BTU input, type of gas, serial and model number.

Contact the Technical Standards and Safety Authority (TSSA) Customer Service at 1-877-682-8772 or [fuels\\_technical\\_services@tssa.org](mailto:fuels_technical_services@tssa.org) for more information.

## **Food Truck Certification**

All food trucks, trailers and the like must be certified by the Ministry of Transportation and adhere to all applicable Technical Standards and Safety Authority (TSSA) requirements

Fire suppression systems in food trucks are to be accompanied by up-to-date inspection documentation from within the past 6 months.

Please refer to the TSSA Regulations for Food Trucks [here](#).

## **Vendor Waste Disposal**

Grease, oil, and grey water must be collected in appropriate containers and removed from the site by the vendor. Nothing is to be disposed into the catch basins (manholes) or in City waste bins.

All other waste generated by vendors should also be removed from the site by the vendor. City waste bins may not be used by vendors.

## **Environmental Sustainability**

Polystyrene (foam) plastic products for food or beverages are prohibited.

Single-use service ware, plates, bowls, stir sticks and straws must be recyclable and/or compostable.

Paper products, such as coffee cups and plates, should contain postconsumer fibre and be recyclable or compostable. Biodegradable paper cups made of corn and 100% recycled unbleached compostable napkins are preferred.

Napkin dispensers are preferred over piles of loose napkins.

Drinking water in pitchers is preferred over single serve plastic bottles. Condiments such as tea bags, sugar, milk, cream, mustard, ketchup, relish or jam in single-serve non-recyclable packets are prohibited.

The use/provision of balloons, plastic straws, and other non-recyclable plastic items are not permitted.